

**PLANNING/PERMITS & INSPECTIONS DIVISION**

1522 Texas Pkwy.  
Missouri City, Texas 77459  
Phone: 281/403-8600  
Fax: 281/261-4382



→ PLEASE SELECT THE APPROPRIATE CATEGORY FOR THE PROJECT YOU ARE APPLYING ←

☐ RESIDENTIAL

☐ COMMERCIAL

**MECHANICAL PERMIT APPLICATION**

Job Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Contractor Company Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

→ PLEASE SELECT THE CLASS OF WORK FOR THE PROJECT YOU ARE APPLYING ←

☐ NEW    ☐ ADDITION    ☐ ALTERATION    ☐ REPAIR    ☐ OTHER: \_\_\_\_\_

→ Description of Work: \_\_\_\_\_

<b><u>Type of System:</u></b>	<b><u>Quantity:</u></b>	<b><u>Tonnage/ Each Unit:</u></b>	<b><u>Amount:</u></b>
Permit Application Fee - \$15.00 each	1		\$15.00
Duct System - \$20.00 minimum + \$2.00 per Outlet			
Clothes Dryer Vent - \$5.00 each			
Residential Exhaust Fan - \$5.00 each			
Fire Damper - \$10.00 each			
Refrigeration - \$25.00 minimum + \$3.00 per HP			
New Cooling Tower Installation - \$100.00 each + \$1.00 per Ton			
Cooling Tower Replacement - \$100.00 each			
Commercial Vent Hood & Exhaust - \$30.00 each			
Heating Unit Only - \$30.00 each			
Evaporator Coil & Drain - \$15.00 each			
Air Conditioning Units Only - \$30.00 each			
Combined Heating & Air Conditioning System - \$30.00 minimum + \$3.00 per Ton			
VAV, Mix Boxes - \$15.00 each			
Commercial Ventilating Equipment or fans - \$50.00 each			
All other Mechanical related installations - \$15.00 each			

This is to certify that I, the contractor being issued this permit to do the necessary air conditioning, heating, refrigeration, mechanical, boiler work will comply with the Regulations and Ordinances of the City of Missouri City, and all the work will be done in a workmanlike manner.

\_\_\_\_\_  
Signature of Contractor or Authorized Agent



## **MECHANICAL PERMIT APPLICATION**

### **Registration**

All General and Sub-Contractors must be registered to work in the City of Missouri City. The contractor shall provide the City with a current State Master license, \$100,000 minimum general liability insurance certificate and a current State approved id. Registrations are annual and will expire at midnight June 30<sup>th</sup> of each year.

### **Revocation/Suspension of Registration**

1. The contractor fails to finalize permits by obtaining required approved Inspections.
2. The Contractor allows use or occupancy of a structure for which a permit was obtained without first obtaining the required authorization.
3. The Building Official, has found the contractor to be grossly negligent in the performance of his/her work. For purposes of this Section, a contractor may be found to have acted in a grossly manner if such contractor has received six (6) Inspection reports for city code violations and if such violations occurred in the last twelve (12) months.
4. Expiration, suspension, revocation of required license, bond or insurance.

### **Double Fee**

With respect to the mechanical permit where work is started or proceeded with prior to obtaining the applicable permit, the fees specified will be doubled. Such doubled fees shall not relieve any person from fully complying with the requirements in the execution neither of the work nor from any other penalties prescribed in the code.

### **Re-inspection Fees**

In case it becomes necessary to make a re-inspection of a heating, ventilation, air conditioning, or refrigeration system, or boiler installation, the installer of such equipment shall pay a re-inspection fee. Fees are as follows.

- 1<sup>st</sup> Re-inspection fee \$25.00
- 2<sup>nd</sup> Re-inspection fee \$ 50.00
- 3<sup>rd</sup> Re-inspection fee \$ 75.00

### **Timed & Same Day Inspections**

Depending on availability of inspectors, a timed inspection may be granted by the Building Official. The hourly fee is \$65.00 for all inspections during regular business hours. Any inspections before or after regular business hours will be charged a 2 hour minimum.

_____ Permit Technician	_____ Permit #
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